



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
FINANCIAL INSTITUTIONS EXAMINER SUPERVISOR	37	A	7.173
FINANCIAL INSTITUTIONS EXAMINER II	35	B	7.176
FINANCIAL INSTITUTIONS EXAMINER I	33	B	7.179

SERIES CONCEPT

Financial Institution Examiners conduct examinations of a financial institution's general ledger, assets, liabilities, capital, and internal controls to ensure compliance with all federal and state laws and safety and soundness for the public good.

Incumbents review an institution's prior examinations, correspondence and documents on file in order to become familiar with the nature of the institution and to develop an exam plan.

Incumbents conduct entrance and exit meetings with management of the institutions to discuss findings, verify facts and answer questions regarding the examination.

Incumbents prepare and/or assimilate and analyze reports prepared by assisting examiners and arrive at a conclusion regarding the overall condition of the institution. Prepare final report detailing findings and recommendations.

Incumbents respond to informational inquiries and complaints from licenses and the general public. Investigate situation and make referral or recommendations as necessary.

Incumbents perform related work as required.

CLASS CONCEPTS

FINANCIAL INSTITUTIONS EXAMINER SUPERVISOR

Under general direction, Financial Institutions Examiner Supervisors are responsible for the administration of the examination program within a geographical area of the State. Work is assigned through goals and objectives and reviewed as goals and objectives are attained or as unusual circumstances occur. Incumbents are expected to perform the full range of duties as described in the series concept. However, their primary responsibility is for the development, implementation and review of the program. Positions allocated to this class have full supervisory authority over Financial Institutions Examiner II's and I's.

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CLASS CONCEPT (Cont.)

FINANCIAL INSTITUTIONS EXAMINER II

Under direction, Financial Institutions Examiner II's perform the full range of duties as described in the series concept. Work is assigned through goals and objectives and reviewed for technical accuracy. This is the second level in the series. It is the journey level. It is distinguished from the Financial Institutions Examiner I class by its increased autonomy, greater complexity of job assignments and lead worker responsibilities over the lower level class.

FINANCIAL INSTITUTIONS EXAMINER I

Under general supervision, Financial Institutions Examiner I's perform the full range of duties as described in the series concept in a training capacity. Work is assigned through instructions and reviewed for technical accuracy. This is the first level in the series.

MINIMUM QUALIFICATIONS

FINANCIAL INSTITUTIONS EXAMINER SUPERVISOR:

EDUCATION AND EXPERIENCE:

I

Graduation from an accredited college or university in business administration, economics, finance, or a related field and three years of previous related experience; OR

II

One year of experience as a Financial Institutions Examiner II in Nevada State service; OR

III

An equivalent combination of education and experience.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Knowledge of supervisory techniques including selection, motivation, training, work assignment and review, employee evaluation, setting work performance standards, and discipline.

Skill in motivating others to effective action.

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MINIMUM QUALIFICATION (Cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Thorough knowledge of federal and state statutes and regulations applicable to financial institutions sufficient to analyze all facets of operations for compliance. Knowledge of standard internal security procedures and controls to evaluate their adequacy. Knowledge of accounting principles and practices. Knowledge of real estate appraisals.

Skill in written English sufficient to compose examination reports. Skill in basic mathematical computation.

LICENSE:

A valid State of Nevada driver's license or evidence of equivalent mobility.

FINANCIAL INSTITUTIONS EXAMINER II:

EDUCATION AND EXPERIENCE:

I

Graduation from an accredited college or university in business administration, economics, finance, or a related field and one year of previous experience at a level equivalent to a Financial Institutions Examiner I; OR

II

An equivalent combination of education and experience.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Thorough knowledge of federal and state statutes and regulations applicable to financial institutions sufficient to analyze all facets of operation for compliance. Knowledge of standard internal security procedures and controls to evaluate their adequacy.

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MINIMUM QUALIFICATION (Cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of accounting principles and practices. Knowledge of real estate appraisals.

Skill in written English sufficient to compose examination reports. Skill in basic mathematical computation. Advanced skill in financial, liquidity, interest rate risk and ratio and trend analysis.

LICENSE:

A valid State of Nevada driver's license or evidence of equivalent mobility.

FINANCIAL INSTITUTIONS EXAMINER I:

EDUCATION AND EXPERIENCE:

I

Graduation from an accredited college or university in business administration, economics, finance or a related field; OR

II

An equivalent combination of education and experience.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Knowledge of federal and state statutes and regulations applicable to financial institutions sufficient to analyze all facets of operations for compliance. Knowledge of standard internal security procedures and controls to evaluate their adequacy.

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MINIMUM QUALIFICATIONS (Cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of accounting principles and practices. General knowledge of real estate appraisals.

Skill in written English sufficient to compose examination reports. Skill in basic mathematical computation. Skill in financial, liquidity, interest rate risk and ratio and trend analysis.

LICENSE:

A valid State of Nevada driver's license or evidence of equivalent mobility.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.173</u>	<u>7.176</u>	<u>7.179</u>
ESTABLISHED:	10/28/83	10/28/83	10/28/83
REVISED:	04/13/84-3	04/13/84-3	04/13/84-3
REVISED:	01/17/86-3	01/17/86-3	01/17/86-3
REVISED:	04/14/87	08/06/87	08/06/87
REVISED:	07/01/93P	07/01/93P	07/01/93P
	09/24/92PC	09/24/92PC	09/24/92PC